

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDP - 104

1. TITLE OF REPORT (if a fill-in report include Form No.)

HEADQUARTERS REASSIGNMENT QUESTIONNAIRE

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

2 year intervals following Fitness
Report schedule6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)
Form

8. ADP PROCESSING

☒

YES

IF YES GIVE ADP PROCESSING NO.
by CSPA

9. DIRECTIVE AUTHORITY REQUIRING REPORT

CSPA Memo dated 15 July 1968

10. PREPARING COMPONENT (include lowest level
contributing information to report)

Complement of All Components

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$7,000.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provides information to assist in determining reassignment.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

October 1970 Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040010-2

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION